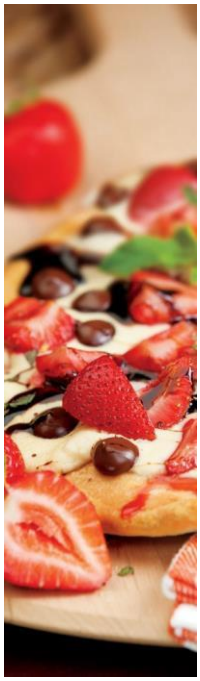

Associate
Handbook

Table of Contents

Introduction 5
Equal Employment Opportunity 5
Open Door Policy 6
Sysco's Positions on Unions 6
Harassment-Free Workplace 6
Harassment Based on Sex Prohibited 7
Violations of This Policy 7
Drug- and Alcohol-Free Workplace 8
Violence-Free Workplace 9
Health and Safety 9

Working at the Company 10
Employment Classifications 10
Associate Files 11
Work Schedules 11
Overtime 11
Recording Hours Worked 11
Payroll 12
Reporting Errors in Pay 12
Lactation Accommodation Policy 12

Associate Benefits 13
Benefits Overview 13
Involuntary Severance Plan 13

Time Away from the Company 14
Jury Duty 14
Bereavement 14
Voting 14
Military Leave 15
Family and Medical Leave ("FMLA") 15
Eligibility Requirements 15
Basic Leave Entitlement 15
Military Family Leave 15 Job
Benefits and Protection 15
Definition of Serious Health Condition 15
Use of Leave 17
Substitution of Paid Leave for Unpaid Leave 17
Associate Responsibilities 17
Employer Responsibilities 18
Unlawful Acts by Employers 18
Enforcement 18
Scheduling Vacation 18

General Policies & Procedures 19
Rules of Conduct 19
Arrest and Conviction Disclosure Policy 19
Travel and Expense Policy 20
Smoking 20
Inspections 20
Recording 20
Publicity / Statements to the Media 21
Social Media Policy 21
Solicitation and Distribution 21
Confidential Information and Conflicts of Interest 22
Pay Transparency Nondiscrimination Provision 22
Information Security 22
Employment Termination / Resignation 23
References 23

A Few Closing Words 23

Appendix 24
Other Company Policies & Where to Find Them 24

Receipt of Associate Handbook 25

This page left intentionally blank.

VISION

To be our customers' most valued and trusted business partner

VALUES

Integrity
Teamwork
Excellence
Inclusiveness
Responsibility

Introduction

The contents of this Handbook are guidelines only, and supersede any prior Handbook. Neither this Handbook nor any other Company guideline, policy, or practice creates an employment contract, bargain, or agreement or confers any contractual rights whatsoever. The Company has the right, with or without notice, in an individual case or generally, to change and/or modify its interpretation of any of its guidelines, policies, practices, working conditions, or benefits at any time. Nothing in this Handbook should be construed as a promise of specific treatment in any specific situation upon which any associate should rely. Additionally, certain topics covered by this Handbook are also described in separate policies, and such policy documents are always controlling over any statement made in this Handbook or by any supervisor or manager.

Policies in this handbook are not intended to circumvent or undermine the union's legal representative status in any way. Represented employees should refer to their applicable CBA for terms regarding procedures for raising grievances through their union representatives.

Employment with the Company is at-will, and either the associate or the Company may terminate employment at any time, with or without cause or reason. No representative of the Company is authorized to provide any associate, individually or on a collective basis, with an employment contract or special arrangement concerning the terms or conditions of employment unless the contract or agreement is in writing and signed by the President of the Company. This notice applies to all associates regardless of date of hire.

Equal Employment Opportunity

The Company respects diversity and accordingly is an equal opportunity employer that does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, sexual orientation, gender identity or expression (including transgender status), veteran status, genetic information, or any other characteristic protected by applicable federal, state, or local laws. Our leadership team is dedicated to ensuring the fulfillment of this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, associate activities, access to facilities and programs, and general treatment during employment.

The Company will endeavor to make a reasonable accommodation for known physical or mental limitations of qualified associates with disabilities, without regard to any protected classifications, unless the accommodation would impose an undue hardship on the operation of our business. Any associate who needs assistance to perform their job duties because of a physical or mental condition should contact the Company's Human Resources Business Partner.

Additionally, the Company respects the sincerely-held religious beliefs and practices of all associates and will endeavor to make a reasonable accommodation if those sincerely-held religious beliefs or practices conflict with an associate's job, unless the accommodation would impose an undue hardship on the operation of our business. Any associate who would like to request an accommodation should contact the Company's Human Resources Business Partner.

Associates with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their supervisor, department manager, a member of senior management, or a member of the Company's Human Resources Department. The Company also maintains an ethics hotline available to all associates toll-free at **1-877-777-4020** or via web submission on the Company intranet (http://ethicsline.sysco.com). The Company will not allow any form of retaliation against associates who raise issues of equal employment opportunity in good faith. To ensure our workplace is free of artificial barriers, violation of this policy may result in corrective action, up to and including termination.

Open Door Policy

The Company recognizes that satisfied associates and successful operations go hand-in-hand. Therefore, the Company places great importance on creating and maintaining strong relations with all associates. It is the Company's commitment that every suggestion, complaint, question, or concern be thoroughly investigated and addressed by appropriate action and follow-up. The Company believes that any issue can be best resolved through prompt, open, and direct discussion.

There are many avenues available for associates to present their suggestions, questions and/or concerns to the Company. These include:

- Communicating directly with the management team in the associate's area;
- Providing feedback via Sysco Speaks;
- Participating in Associate Engagement Teams;
- Discussing matters with the Human Resources Department; and
- Contacting the Company's ethics hotline at 1-877-777-4020 or via web submission on the Company intranet (http://ethicsline.sysco.com) if the associate has concerns regarding the Sysco Global Code of Conduct.

Sysco's Position on Unions

Sysco believes that a third-party influence erodes our well-established Associate-Manager relationship and is not in the best interest of our associates, our customers, and our business.

Harassment-Free Workplace

To avoid any potentially inappropriate conduct in the workplace, it is the Company's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of race, color, creed, religion, national origin, ancestry, citizenship status, age, disability or handicap, marital status, sexual orientation, veteran status, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

The purpose of this policy is not to regulate our associates' personal morality, but to ensure that no one harasses another individual in the workplace, including while on Company premises, while on Company business (whether or not on Company premises), or while representing the Company.

HARASSMENT BASED ON SEX PROHIBITED

Similarly, it is the Company's policy to prohibit harassment of any associate by any associate, customer, or vendor on the basis of sex or gender, including on the basis of gender identity, gender expression, or transgender status. The purpose of this policy is to ensure that no one harasses another individual on the basis of sex or gender in the workplace, including while on Company premises, while on Company business (whether or not on Company premises), or while representing the Company.

While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include, but are not limited to:

- Unwelcome sexual advances;
- Requests for sexual favors;
- Obscene gestures;
- Displaying sexually graphic magazines, calendars, or posters;
- Sending sexually explicit e-mails;
- Verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature;
- Sexually-related comments, and depending upon the circumstances, improper conduct also can include sexual joking;
- Vulgar or offensive conversation or jokes;
- Commenting about an associate's physical appearance;
- Conversation about an associate's or someone else's sex life; or
- Teasing or other conduct directed toward a person because of their sex or gender.

VIOLATIONS OF THIS POLICY

An associate who feels that they have been subjected to conduct that violates this policy should immediately report the matter to their supervisor, department manager, a member of senior management, or a member of the Company's Human Resources Department.

Every report of perceived harassment will be investigated as the Company considers appropriate, and corrective action will be taken where appropriate, as determined by the Company in its reasonable discretion. Associates are required to cooperate in all investigations conducted pursuant to this policy. Violation of this policy may result in corrective action, up to and including termination, as determined by the Company in its reasonable discretion. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct in good faith or who cooperate in the investigations of such reports in accordance with this policy.

Drug- and Alcohol-Free Workplace

To help ensure a safe, healthy, and productive work environment for our associates and others, protect Company property, and ensure efficient operations, the Company has adopted a policy of maintaining a workplace free of drugs and alcohol.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale, or distribution of controlled substances, drug paraphernalia, or alcohol by an individual anywhere on Company premises, while on Company business (whether or not on Company premises), while driving a Company vehicle or driving a personal vehicle for Company business, or while representing the Company, is strictly prohibited. Associates also are prohibited from reporting to work or working while they are using or under the influence of alcohol, any drugs, or any controlled substances that may impact an associate's ability to perform their job or otherwise pose safety concerns. The Company will not tolerate any illegal use or misuse of drugs or use of alcohol while associates are engaged in Company business or while working at a Company location, except for reasonable alcohol consumption at a Company-sponsored or work-related event. This policy does not apply to prescription or over-the-counter medications taken by associates in safety-sensitive positions which: (1) have been lawfully prescribed to, or obtained by, the associate; (2) are being used by the associate in accordance with the prescription's guidelines (if applicable); and (3) before reporting to work under the influence of such medication, the associate has inquired whether the drug manufacturer or the associate's physician warns against driving, operating machinery, or performing other work-related, safety-sensitive tasks. A safety-sensitive position is a job or position where the associate holding the position has the responsibility for their own safety or other people's safety. Any associate reporting to work in a safety-sensitive position without first advising the Company about warnings accompanying lawfully prescribed or obtained medications will be subject to corrective action, up to and including possible termination of employment. An associate's lack of knowledge concerning such warnings will not excuse a violation of this rule where an associate has failed to make the inquiries required by this rule. To the extent permitted by and in accordance with applicable law, this exception does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a policy violation or a positive drug test, to the extent associates are subject to any drug testing requirement.

Violation of this policy may result in corrective action, up to and including termination.

The Company maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist associates recovering from substance and alcohol dependencies, and those who have a medical history that reflects treatment for substance abuse conditions. However, requests for accommodation made by associates in order to avoid corrective action for a policy violation will be denied.

Associates are subject to random drug and/or alcohol testing and drug and/or alcohol testing as a result of reasonable suspicion, subject to applicable state law. All associates must take all requested tests promptly. All testing will be done in a manner to ensure accuracy and as required by applicable law confirming tests will be done. If applicable,

a medical review officer will review all positive findings. Where permitted by applicable state law, a positive test or a refusal to test may be grounds fortermination.

Violence-Free Workplace

The Company is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to associates and visitors and damage to Company and personal property.

Threats, threatening language, or any other acts of aggression or violence made toward or by any Company associate will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking, and any other hostile, aggressive, injurious, and/or destructive action undertaken for the purpose of domination or intimidation.

Weapons are prohibited on Company premises unless such prohibition is restricted by applicable law. For detailed information regarding the Company's prohibition on weapons, please refer to the Weapons-Free Policy available in the Policy Library.

Associates should immediately report all potentially dangerous situations, including threats by co-workers, to any member of management with whom they feel comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. No associate will be subjected to retaliation, intimidation, or corrective action as a result of reporting a threat in good faith under this policy.

If an investigation confirms that a threat of a violent act or violence itself has occurred, the Company will take swift and appropriate corrective action.

Associates threatened by an outside party should follow the steps detailed in this policy. It is important for us to be aware of any potential danger in our places of work. Indeed, the Company wants to take effective measures to protect everyone from the threat of a violent act by an associate or by anyoneelse.

Questions about this policy should be directed to management.

Health and Safety

The health and safety of associates and others on Company property are of critical concern to the Company. To this end, the Company must rely upon associates to ensure that work areas are kept safe and free of hazardous conditions. Associates are required to be conscientious about workplace safety, including proper operating methods and known dangerous conditions or hazards. Associates should report any unsafe conditions or potential hazards to a manager immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Company's premises, or in a product, facility, piece of equipment, process, or business practice for which the Company is responsible, should be brought to the attention of the associate's manager, supervisor, Safety manager or a member of the Human Resources Department.

Periodically, the Company may issue rules and guidelines governing workplace safety and health. The Company may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All associates should familiarize themselves with these rules and guidelines, as strict compliance will be expected. Associates should contact their manager for copies of current rules and guidelines. Failure to comply strictly with rules and guidelines regarding health and safety, or negligent work performance that endangers health and safety, will not be tolerated.

Associates must report all workplace injuries, accidents, or illnesses to the associate's manager, Safety manager or a member of the Human Resources Department immediately, regardless of the severity of the injury or accident. Claim forms must be filed promptly to ensure claims are processed and Company records are prepared properly. Failure to follow Company procedures may affect associates' eligibility to receive workers' compensation benefits and result in corrective action. The Company will not tolerate any form of retaliation against an associate who reports a workplace injury. All associates also may be entitled to receive statutory short-term disability payments for non-occupational injuries or illnesses. Workers' compensation and short-term disability are solely monetary benefits and not leaves of absence. For detailed information regarding short-term disability benefits, please refer to the Company's Short-Term Disability Policy.

Working at the Company

Employment Classifications

All associates fall within one of the following classifications:

- **Full-time.** Associates who regularly work at least 30 hours per week.
- **Part-Time.** Associates who regularly work less than 30 hours per week or on an irregular basis as needed.
- **Seasonal/Temporary.** Associates who are hired for a specific purpose or time period. A temporary associate may work a full-time or part-time schedule.

In addition to the above classifications, all associates are categorized as either **"Non-Overtime Eligible"** or **"Overtime Eligible."** Pursuant to federal and state wage and hour laws, Non-Overtime Eligible associates do not receive overtime pay. Associates classified as Non-Overtime Eligible receive a salary, which is intended to cover all hours worked, including any hours worked in excess of 40 hours in a workweek or overtime as otherwise mandated by applicable state law. Associates classified as Overtime Eligible will be paid an overtime premium or other applicable premium for all hours worked over 40 hours in any one workweek. If state laws offer different provisions regarding overtime, then the Company will follow those provisions.

Associates are informed of their initial employment classification and status as Non-Overtime Eligible or Overtime Eligible upon commencing employment. If an associate changes positions during their employment as a result of a promotion, transfer, or otherwise, management will inform the associate of any change in their job classification.

Associate Files

Personal information such as an associate's address and telephone number is contained in a confidential associate file maintained for each associate. Associates will be provided with access to and copies of associate files to the extent required and in accordance with applicable state law.

Associates should keep their associate file up-to-date by informing the Company of any changes to their personal information. Unreported changes of address, marital status, emergency contacts, and other personal information can affect withholding tax and benefit coverage and hamper the Company's ability to communicate during an emergency. Accordingly, associates are expected to promptly update their personal information, especially contact information, in the online portal or by contacting the Human Resources Department, as appropriate.

Work Schedules

Work schedules may vary depending upon department, position, and location. Associates are provided with meal and/or rest periods to the extent required and in accordance with applicable law. Supervisors will inform associates of their scheduled hours as well as any meal and/or rest periods. Management reserves the right to change work schedules at any time.

Overtime

When operating requirements or other needs cannot be met during regular working hours, associates may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. Overtime assignments will be distributed as equitably as practical to all associates qualified to perform the required work. The opportunity to work overtime is at the discretion of management and is based on departmental needs. Any overtime must be authorized in advance by management.

Recording Hours Worked

The Company maintains time records for all Overtime Eligible associates so it will have accurate records of time worked. Overtime Eligible associates are required to record their time in at the beginning of their shift and record their time out promptly at the end of their shift. Overtime Eligible associates must also record their time out and back in for meal periods. Overtime Eligible associates may never work off the clock.

Since associate time records are vital for payroll purposes, associates must inform management if they fail or otherwise forget to record their time in or out before or after any working time. Failure to properly record time may result in corrective action, up to and including termination.

Payroll

For purposes of payroll, the Company's workweek begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday.

Associates are paid either weekly or bi-weekly according to the Company's customary payroll practices.

Associate payroll stubs itemize deductions made from gross earnings. The Company is required by law to make deductions for Social Security, federal income tax, and any other appropriate taxes. These required deductions include any court-ordered garnishments. Payroll stubs also itemize any voluntary deductions such as an associate's portion of health, dental, or life insurance premiums and/or voluntary contributions to a 401(k) or pension plan, to the extent applicable. Payroll stubs will also differentiate between regular and overtime pay received, when applicable.

Reporting Errors in Pay

It is the Company's policy and practice to compensate associates timely and accurately and to do so in compliance with all applicable state and federal laws. To ensure that associates are paid properly for all time worked and that no improper deductions are made, associates must correctly record all work time and review their paychecks promptly to identify and report all errors. Associates must also not engage in "off-the-clock" or unrecorded work.

Though the Company makes every effort to ensure its associates are paid correctly, occasionally mistakes can happen. When mistakes happen and are called to the Company's attention, the Company will promptly make any necessary correction. Associates who believe there is an error in their pay should report the matter to their supervisor immediately so that the Company can investigate and resolve the matter quickly. If the supervisor is unavailable, or if associates continue to have questions about their pay, associates should contact a member of the Human Resources Department.

The Company will investigate every pay error reported. In addition, it is a violation of the Company's policy for any associate to falsify a time card or to alter another associate's time card. It is also a serious violation of Company policy for any associate or supervisor to instruct another associate to incorrectly or falsely report hours worked or alter another associate's time card to under- or over-report hours worked. Corrective action, up to and including termination, will be taken, as appropriate, for any associate who violates these policies. In addition, the Company will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the Company's investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy may result in corrective action, up to and including termination.

Lactation Accommodation Policy

The Company will provide a reasonable amount of break time to accommodate an associate desiring to express breast milk for the associate's infant child, to the extent required by and in accordance with applicable law. If possible, the break time must

run concurrently with rest and meal periods already provided to the associate. Break time that cannot run concurrently with rest and meal periods already provided to the associate is unpaid, to the extent permitted by applicable law.

The Company will make reasonable efforts to provide an associate with use of a room or location other than a toilet stall to express milk in private. This location may be the associate's private office, if applicable. The Company may not be able to provide additional break time if doing so would seriously disrupt the Company's operations. Associates can contact the Company's Human Resources Business Partner with questions regarding this policy.

Associate Benefits

Benefits Overview

In addition to providing a positive working environment and competitive pay, the Company offers a variety of supplemental benefits to eligible associates, including health and welfare insurance coverage and other benefits, such as vacation and holidays.

The Company's comprehensive benefits package includes:

- Four Medical Plan Options: Basic, HSA, PPO, National HMO
- Health Management Programs
- Prescription Drug Benefits
- Telehealth
- Mental Health/Substance Use Disorder Benefits
- Employee Assistance Program
- Worklife Services Benefits
- Wellness Rewards Program
- Dental
- Vision
- Flexible Spending Accounts
- Life and AD&D Insurance
- Disability Benefits (Short-term and Long-term)
- Other Voluntary Benefits
- 401(k) Plan
- Employee Stock Purchase Plan

For more information regarding associate benefits, please visit syscobenefits.com or contact 1-800-55-SYSCO.

Involuntary Severance Plan

Severance benefits are available to eligible associates who experience an involuntary separation from service from the Company.

Time Away from the Company

Jury Duty

The Company realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All associates are allowed time off to perform such civic service as required by applicable law. Associates are expected, however, to provide the Company with proper notice of their request to perform jury duty and with verification of service. Management should be informed of the expected length of jury duty service, and associates must report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, associates may be asked to try to postpone jury duty. Associates on jury duty leave are paid for time spent on jury duty service in accordance with applicable state law, up to five days; however, Non-Overtime Eligible associates are paid their full salary for any week in which they perform authorized work for the Company. Any pay provided for time spent on jury duty leave is not counted as hours worked for purposes of calculating overtime. Associates may keep any court-provided jury duty pay.

Bereavement

All associates who lose a close relative may take paid bereavement leave of up to three (3) days to attend to necessary obligations and commitments. For the purposes of this policy, a close relative includes a spouse, committed same-sex/domestic/civil- union partner, child, grandchild, parent (or legal guardian), grandparent, sibling or step–parent/child/sibling, mothers- and fathers-in-law and brothers-and sisters-in- law. Paid leave days may only be taken on regularly scheduled, workdays following the close relative's death. Associates must inform their supervisor prior to commencing bereavement leave. In administering this policy, the Company may require verification of death and relation to the deceased.

Bereavement leave is paid at the associate's base rate of pay at the time of absence for the number of hours the associate otherwise would have worked that day. Bereavement leave is not counted as hours worked for purposes of calculating overtime.

Voting

Unless otherwise allowed under state or local law, the Company allows associates two (2) consecutive hours of leave during polling hours in order to vote in federal, state, or local elections, for both primary and general elections. Most associates will have two (2) consecutive hours during polling hours available outside of their normal work schedule. These associates will not be eligible to take any additional time off for voting purposes. Unless otherwise required by law, time taken for voting will be unpaid.

Associates who do not have two (2) consecutive hours available during polling hours outside of their normal work schedule must request time off for voting in writing or via e-mail at least five (5) business days in advance. The request for leave must clearly state that the associate needs leave in order to vote. Associates will not be expected to make up the missed work hours. Associates will not be subject to corrective action for taking voting leave or for choosing not to vote.

Military Leave

Associates who are called into active military service or who enlist in the uniformed services are eligible to receive an unpaid military leave of absence in accordance with applicable federal and state laws. To be eligible for military leave, associates must provide management with advance notice of their service obligations, unless they are prevented from providing such notice due to military necessity or it is otherwise impossible or unreasonable to provide such notice.

Associates who are required to attend yearly Reserves or National Guard duty can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). Such associates should give management as much advance notice of their need for military leave as possible so that the Company can maintain proper coverage.

Associates whose absence does not exceed applicable statutory limitations will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Associates on military leave may use any accrued vacation or floating holidays, and depending on local policy, may also be able to use any accrued sick leave.

Please speak to Human Resources and/or management for additional information about eligibility for military leave.

Family and Medical Leave ("FMLA")

ELIGIBILITY REQUIREMENTS

Associates are eligible for FMLA if:

- At least fifty (50) or more associates are employed within a 75-mile radius of the associate's work site;
- The associate has been employed for at least one year; and
- The associate has worked at least 1,250 hours within the previous twelve (12) months.

BASIC LEAVE ENTITLEMENT

The FMLA requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave in a 12-month period to eligible associates for certain family and medical reasons. The 12-month period is determined on a "rolling" 12-month period dating back from the time the associate requests leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the associate's child after birth, or placement for adoption or foster care;
- To care for the associate's spouse, son or daughter, or parent (but not in-law) who has a serious health condition; and/or
- For the associate's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care, or childbirth) that makes the associate unable to perform one or more of the essential functions of the associate's job.

MILITARY FAMILY LEAVE

Eligible associates with a spouse, son, daughter, or parent on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserve component of the Armed Forces for deployment to a foreign country in support of a contingency operation or Regular Armed Forces for deployment to a foreign country may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible associates (spouse, son, daughter, parent, or next of kin of a covered service member) to take up to twenty- six (26) weeks of leave to care for a covered service member with a serious injury or illness during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." Covered service members also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five-year period preceding the date the eligible associate takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

JOB BENEFITS AND PROTECTION

If applicable, during FMLA leave, the Company must maintain health coverage under any "group health plan" on the same terms as if the associate had continued to work. If paid time off is substituted for unpaid leave, the Company will deduct the associate's portion of any applicable health plan premium as a regular payroll deduction. If the associate's leave is unpaid, the associate must pay the associate's portion of any applicable health insurance premiums each month, as directed by the Company or its third-party benefits administrator.

If an associate's premium payment for health care coverage is more than 30 days late, the associate will receive a letter notifying the associate that coverage will be dropped on a specified date unless the co-payment is received before that date. If associates do not return to work at the end of the leave period (unless associates cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the Company for the cost of the premiums the Company paid for maintaining coverage during their unpaid FMLA leave. For purposes of this paragraph, an associate will be considered to have returned to work if they return to work for

at least 30 calendar days, or if they retire at the end of the FMLA leave period or within 30 days thereafter.

Upon return from FMLA leave, most associates must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

The use of FMLA leave cannot result in the loss of any employment benefits that accrued prior to the start of an associate's leave.

DEFINITION OF SERIOUS HEALTH CONDITION

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a healthcare provider for a condition that either prevents the associate from performing the functions of the associate's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a healthcare provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

USE OF LEAVE

An associate does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Associates must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Company's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

SUBSTITUTION OF PAID LEAVE FOR UNPAID LEAVE

Associates must use accrued sick time while on FMLA leave unless prohibited by state or local law. If sick time is not applicable or has been exhausted, associates may use accrued vacation or floating holidays while on FMLA leave. The substitution of paid leave time for unpaid FMLA leave time does not extend the length of FMLA leave, and the paid time will run concurrently with an associate's FMLA entitlement. Receipt of worker's compensation or short-term disability benefits will also run concurrently with an associate's FMLA entitlement.

ASSOCIATE RESPONSIBILITIES

Associates must provide thirty (30) days' advance notice of the need to take FMLA leave when the need is foreseeable. When thirty (30) days' notice is not possible, the associate must provide notice as soon as practicable and must comply with the Company's normal call-in procedures. If FMLA leave is not foreseeable, the associate must provide notice within 48 hours after the need for leave is known.

Associates must provide sufficient information for the Company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the associate is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. Associates also must inform the Company if the requested leave is for a reason for which FMLA leave was previously taken or certified. Associates may also be required to provide medical certification and periodic recertification supporting the need for leave.

EMPLOYER RESPONSIBILITIES

Covered employers must inform associates requesting leave whether they are eligible under the FMLA. If they are, the notice must specify any additional information required as well as the associates' rights and responsibilities. If they are not eligible, the employer must provide a reason for ineligibility.

Covered employers must inform associates if leave is designated as FMLA-protected and the amount of leave counted against the associates' leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the associate.

UNLAWFUL ACTS BY EMPLOYERS

The FMLA makes it unlawful for the Company to:

- Interfere with, restrain, or deny the exercise of any right provided under the FMLA; or
- Discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Concerns regarding a possible violation with respect to either of these obligations should be reported to the Company's Human Resources Department.

ENFORCEMENT

Associates may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement, which provides greater family or medical leave rights.

Scheduling Vacation

Whenever possible, vacation will be granted for the time requested by the associate. Unless otherwise required by local policy, associates must submit vacation requests at least two (2) weeks in advance, denoting their scheduling preference. Vacation approval may be withheld based on business needs.

General Policies & Procedures

Rules of Conduct

The Company endeavors to maintain a positive work environment. Each associate plays a role in fostering this environment. Accordingly, all associates must abide by certain rules of conduct, based on common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is necessary to adopt and enforce rules all can follow. The following are examples of some, but not all, conduct that may subject the associate to corrective action, up to and including termination, at the Company's sole discretion:

- Obtaining employment on the basis of false or misleading information;
- Dishonesty or providing false or inaccurate information to the Company or on Company documents or records;
- Stealing, removing, consuming or defacing Company, client, customer or co-workers' property;
- Violation of the Harassment-Free Workplace Policy;
- Violation of the Drug- and Alcohol-Free Workplace Policy;
- Violation of the Violence-Free Workplace Policy;
- Violation of the Global Code of Conduct;
- Loitering during or after work time on Company premises;
- Leaving a work area during work time without the permission of management;
- Gambling on Company property;
- Willful or careless destruction or damage to Company assets or to the equipment or possessions of another associate;
- Wasting work materials;
- Performing work of a personal nature during working time;
- Unsatisfactory job performance;
- Excessive unauthorized absenteeism or tardiness;
- Unauthorized use of equipment;
- Insubordination; or
- Any other violation of Company policy.

Obviously, not every type of misconduct can be listed. The Company reserves the right to impose corrective action, up to and including immediate termination, whenever management deems it appropriate to do so. The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

Arrest and Conviction Disclosure Policy

Associates must disclose to a member of the Human Resources Department any and all felony or misdemeanor arrests or convictions that occur after the date of hire. Failure to self-report any arrest or conviction is a terminable offense. Upon receiving such a report, the Company will determine whether the conviction or arrest bears a significant relationship to the associate's job duties and any necessary remedial action will be taken.

Travel and Expense Policy

The Company recognizes that travel and expense is essential to growing the Company's business and for associates to complete job responsibilities. The Company must ensure that business travel is conducted responsibly and economically, and that standards of travel are consistent with associates' reasonable expectations of safety, comfort and convenience. For more information, please refer to the Sysco Corporation Travel and Expense policy available in the Policy Library.

Smoking

Smoking, including use of e-cigarettes, is prohibited at all times in the Company's facility, including private offices, and on Company premises except for specific, designated areas where smoking is permitted. Compliance with this policy is mandatory for all associates and persons visiting the Company, with no exceptions. Associates who violate this policy may be subject to corrective action. Any disputes involving smoking and any associates with questions should discuss their issues/concerns with a member of the Human Resources Department. Associates will not be subject to retaliation for reporting violations of this policy in good faith.

Inspections

Associates do not have an expectation of privacy, and the Company reserves the right to require associates on either Company property or on a customer's property to agree to the inspection of their person, personal possessions, property, personal vehicle parked on Company or customer property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases, and other personal possessions or places of concealment, as well as personal mail sent to the Company or to its clients/ customers. Associates are expected to cooperate in any search or inspection. Violation of this policy may result in corrective action, up to and including termination.

The Company is not responsible for any associate's personal possessions or property that is brought onto the Company's premises or into the Company's vehicles, or any associate's personal vehicle parked on Company or customer property.

Recording

The Company and its associates share a mutual interest in protecting the privacy of its associates, our customers, and the Company's confidential business information. The Company also has a legitimate business interest in protecting confidential information concerning customers, vendors, suppliers and Company trade secrets. Consequently, the Company strictly prohibits the use of any recording device, including audio, video, and still photography, to capture images or recordings that would reveal the Company's trade secrets and confidential business information (i.e., the Company's business plans and analysis, customer and prospect lists, marketing plans and strategies, research and development data, buying practices, human resource information and associate files, financial data, operational data, methods, techniques, technical data, know-how, innovations, computer programs, un-patented inventions, trade secrets, and information

about the business affairs of third parties (including, but not limited to, clients and acquisition targets) that such third parties provide to Company in confidence) or the Company's customers' trade secrets and confidential business information without prior express written approval of the location's management subject to applicable federal, state or local law. In addition, to protect the privacy of associates, no associate may photograph or otherwise record images of a coworker in a locker room or restroom. Nothing in this policy is designed to interfere with, restrain, or prevent associate communications regarding wages, hours or other terms and conditions of employment.

However, for security purposes and for other business reasons, the Company may film or record on the premises (for instance, through the use of security surveillance cameras). Nothing in this policy shall be construed to restrict such filming or recording by the Company.

Associates who violate this policy will be subject to corrective action, up to and including termination. Additionally, if the conduct engaged in is illegal, violators may also be subject to applicable federal, state, or local laws.

Publicity / Statements to the Media

All media inquiries seeking a statement on behalf of the Company must be referred to the Corporate Communications department. Only the VP of Communications or their delegate(s) are authorized to make or approve public statements on behalf of the Company or its operations. No associates, unless specifically designated by the VP of Communications or their delegate(s), are authorized to make statements on behalf of the Company. Any associate wishing to write and/or publish an article, paper, or other publication on behalf of the Company must first obtain approval from the Chief Operating Officer before publication.

Social Media Policy

The Social Media Policy applies to the use of any social networking site, whether during or outside of working hours, and to the use of all computers and mobile devices when used to access or otherwise use any social networking site. The Company recognizes the importance of participating in conversations on social networking sites and supports the use of social media for personal and professional use. Associates are expected to do the right thing and exercise personal responsibility and sound judgment when participating in social networking. For more information, please refer to the Sysco Social Media Policy available in the Policy Library.

Nothing in this policy is designed to interfere with, restrain, or prevent associate communications regarding wages, hours, or other terms and conditions of employment.

Solicitation and Distribution

To avoid distractions, solicitation by an associate of another associate is prohibited while either the person doing the soliciting or the person being solicited is on working time.

Distribution of advertising material, handbills, and printed or written literature of any kind during working time or in working areas of the Company is prohibited.

Working time includes the time during which any of the associates involved are actually scheduled to work, but does not include scheduled rest periods, meal breaks, and other specified times when associates are not expected to be working.

Associates are also prohibited from engaging in solicitation and distribution to customers at any time during which the Company's product sales are taking place.

Solicitation and/or distribution by non-associates on Company premises is prohibited at all times.

Confidential Information and Conflicts of Interest

Each associate must safeguard the Company's confidential information (i.e., the Company's business plans and analysis, customer and prospect lists, marketing plans and strategies, research and development data, buying practices, human resource information and associate files, financial data, operational data, methods, techniques, technical data, know-how, innovations, computer programs, un-patented inventions, trade secrets, and information about the business affairs of third parties (including, but not limited to, clients and acquisition targets) that such third parties provide to Company in confidence). For more detailed information regarding confidential information and conflicts of interest, please refer to the Sysco Global Code of Conduct.

Pay Transparency Nondiscrimination Provision

No associate or applicant will be terminated or in any other manner discriminated against because they have inquired about, discussed, or disclosed their own pay or the pay of another associate or applicant. However, associates who have access to the compensation information of other associates or applicants as a part of their essential job functions cannot disclose the pay of other associates or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with a legal duty to furnish information. 41 CFR 60-1.35(c).

Information Security

Certain associates may be given special custody of individually identifiable health or personal information that the Company is required by law to protect, including, but not limited to, information regarding physical, mental, or clinical conditions, prescriptions, treatment, or payment program, social security numbers, financial account numbers, state identification numbers, and certain other personal affairs or information of associates, customers, members of the Company's workforce and their families ("Confidential Personal Information"). Associates who are given special custody of Confidential Personal Information to use in the performance of their job duties are advised that such information is strictly confidential and is to be accessed, used, processed, disclosed, modified, or deleted only as authorized and in the course of completing the associate's assigned responsibilities for the Company. Any such activity shall be conducted in accordance with all applicable state and federal regulations,

including but not limited to, the Health Insurance Portability and Accountability Act ("HIPAA") of 1996, if applicable, and the Company's Information Security Policy. The Sysco Information Security Policy ensures that appropriate and reasonable information security management policies are implemented, maintained, and enforced to protect the Company's systems and information assets. For detailed information on the use of the Company's communication systems, please refer to the Sysco Information Security Policy. Please also refer to the Mobile Device Policy available in the Policy Library. Violation of these policies may result in corrective action, up to and including termination.

Employment Termination / Resignation

When an associate leaves the Company, the Company asks that a member of the Human Resources Department be notified at least two (2) weeks prior to the associate's departure. The Company appreciates associates' thoughtfulness in this matter. All Company property and equipment must be returned at the time of separation or as otherwise requested by management.

References

All reference or employment verification requests should be directed to The Work Number at 1-800-367-5690; Employer Code 10908. Information provided will be limited to dates of employment and position(s) held with the Company. No associate is authorized or permitted to provide references for a current or former associate.

A Few Closing Words

This Handbook is intended to provide a broad summary of things our associates should know about the Company and its policies and practices. The information in this Handbook is general in nature and, should questions arise, associates should consult their supervisor or Human Resources for complete details. While the Company intends to continue the policies, rules, and benefits described in this Handbook, the Company may always modify the matters set forth in this Handbook in its sole discretion. Associates should not hesitate to speak to their supervisor or Human Resources with any questions about the Company or its associate policies and practices.

Appendix

Other Company Policies & Where to Find Them

A number of Company policies are referenced in this Handbook; they can be found in the following locations:

Policy	Where to Find It
Sysco Global Code of Conduct	Policy Library
Sysco Weapons-Free Workplace Policy	Policy Library
Short-Term Disability Policy	Total Rewards Café
Sysco Travel and Expense Policy	Policy Library
Sysco Social Media Policy	Policy Library
Sysco Information Security Policy	Policy Library
Sysco Mobile Device Policy	Policy Library

Please note that these policies may be moved to other locations; please contact Human Resources if you have any questions as to where a policy can be found.

Receipt of Associate Handbook

This Associate Handbook, including any applicable state supplement, is an important document intended to help associates become acquainted with the Company. This document contains management guidelines only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Company's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management

Please read the following statements and sign below to indicate receipt and acknowledgment of this Associate Handbook.

I have received and read a copy of the Company's Associate Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Company at any time.

I further understand that my employment is terminable at will, either by myself or the Company, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no contract of employment other than "at will" has been expressed or implied, and that only an authorized representative of the Company may provide any associate or associates with an employment contract or special arrangement concerning terms or conditions of employment and that any such agreement must be in writing and signed by the authorized representative.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Company's Associate Handbook.

Associate's Printed Name: _____

Associate's Signature: _____

Position: _____ Date: _____

The signed original copy of this receipt should be given to management.